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December 10, 2003

To: Community Based Alternatives (CBA)
Home and Community Support Services (HCSS) Providers

Subject: Long Term Care (LTC)
Information Letter No. 03-43
Client Assessment Review and Evaluation (CARE) 3652 Form Transmittals

Effective January 1, 2004, the Texas Medicaid and Healthcare Partnership (TMHP) will process the 3652 Forms submitted by individuals who are registered as having renewed the Fraud/Texas Index for Level of Effort (TILE) training course in the last two years. A 3652 Form submitted by a nurse who is registered as having completed the Fraud/TILE training course on or before December 31, 2001, will be rejected by TMHP. All provider agencies must ensure that any registered nurse that completes a Form 3652 continues to complete the Fraud/TILE training course every two years.

The Health and Human Services Commission (HHSC) in cooperation with Texas State University continue to offer the TILE training course via online or through regular mail correspondence. You may access information on the training program and fees through the HHSC website at <http://www.hhsc.state.tx.us>, select "Medicaid Fraud & Abuse Prevention" link and then select "Medicaid Fraud and TILE Training" link. Training registration may be completed online or you may send your written request for a Correspondence Course to:

Texas State University
Continuing Education
601 University Drive
San Marcos, Texas 78666
Fax Number (512) 245-7543

Please contact your contract manager if you have any further questions regarding this information letter. Contract managers should call Rudy Gomez at (512) 438-3740 if they have questions regarding this information letter.

Sincerely,

Signature on file

Marilyn Eaton
Lead Director
Long Term Care Services

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